THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DPS0476998**

POSITION NO: 948912

CLASS CODE: 1364

Date Posted: **09/10/12**

Closing Date: **09/21/12**

POSITION TITLE: **OFFICE ASSISTANT**

DEPARTMENT NAME: **EMERGENCY MEDICAL SERVICE**

DEPARTMENT NO: 47

WORKSITE LOCATION: **WINDOW ROCK, ARIZONA**

WORKS DAYS/HOURS:

Days: MON - FRI

Hours: 8:00 AM - 5:00 PM

POSITION TYPE:

Permanent: ☑

Temporary: ☐

Part-Time: ☐

Duration:

No. of Hrs/Wk: 40

GRADE: R56A

SALARY:

$ 19,136.00 Per Annum

$ 9.20 Per Hour

DUTIES AND RESPONSIBILITIES:

Types a variety of materials from rough draft or detailed instructions, performs operations by calculating totals and subtotals; keeps logs, records, and simple bookkeeping ledgers; answers telephone, takes messages, maintains files according to established system, operates standard office equipment, such as xerox machine, calculator; may issue receipts, deposit checks, total and prepare cash reports or maintain balance sheets; performs related duties as assigned or required.

QUALIFICATION REQUIREMENTS:

Education and Training:

A High School diploma or GED and;

Experience:

One (1) year of general office, public contact or related experience; or an equivalent combination of training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of modern office practices, procedures and equipment. Ability to type 40 words per minute, ability to do clerical work and learn office management and procedures; ability to spell correctly, use good English and make simple arithmetical computations; ability to understand and follow oral and written directions; ability to establish and maintain cooperative relations

License/Certification Requirements:

Valid State Vehicle Operator License (PREFERRED). Within 90 days of employment must obtain a CPR/First Aid card, Navajo Nation Vehicle Operator's Permit.